

# Break Days

## PARENT GUIDE

Dear Parent or Guardian,

We consider it a privilege and great responsibility to play a part in caring for your child. It is our goal to create a positive, healthy and fun environment for your child through recreation and learning. To help you and your child have a successful experience, we have provided this informational guide. If you have additional questions please contact us at 349-3731 on days program is not in session. **During Break Days, please call (812) 360-7158.**

## General Information

### Hours and location:

Break Days are open from 7:30 am-5:30 pm and take place at Binford Elementary School, 2300 E. Second St. Please enter through the gymnasium door (#9). Drop off is 7:30-8:30 a.m./Pick up is 4-5:30 p.m.

***\*If you need to contact us during the program, please call 812-360-7158.\****

### What to bring:

**\*\*Please bring these items everyday and put your child's name on everything you send!\*\***

- Healthy lunch—nothing that needs to be refrigerated or heated up (see note below)
- Outdoor play clothes—nothing new or frilly. **Closed toe shoes only!**
- Water Bottle
- Hat
- Sunscreen—if your child requires a special type or brand
- Any medications your child is taking (in the original container) if needed to be dispensed at Break Days
- A smile and positive attitude!

A healthy lunch provides adequate and balanced nutrition for active kids. Please provide your child with a variety of foods that are high in carbohydrates, fiber and protein and low in fats and sugars. Kids stay hydrated better in the summer if they drink sports drinks, 100% juice drinks or water. Please avoid soda (especially caffeinated) and candy. For examples of healthy lunch options, point your web browser to [www.kidshealth.org](http://www.kidshealth.org).

Participants are responsible for their own belongings. Any items left at Break Days will be placed in lost and found. After two weeks we reserve the right to take all items to a local charitable organization. Please call 812-349-3731 to follow up on lost and found items.

### What NOT to bring:

- Cell phones- Break Days are a place for developing independence, social interaction and play. Cell phones directly interfere with these goals and are not permitted.
- Game-boys, iPods
- Money—**we will provide two snacks per day and all field trip admissions**
- Weapons—this includes camping knives and lighters
- Drugs or alcohol. (Please see policy on prescription medication.)
- Any unauthorized medications—all medicine must be registered with administrative staff (including over the counter). This will ensure that your child receives proper dosages at the correct times.
- Expensive toys or other items of value

## Registration and payment policies

Children must be registered and all paperwork completed (health form, authorized pick-up information, etc.) to attend. **For his/her own safety, if paperwork is missing, your child will not be allowed to attend. *Please bring your receipt to the first day of each session.***

To register a child for Break Days we will need the following:

- ✓ A completed medical form with health history and any current medications the child is taking
- ✓ A signed permission waiver including permission for emergency treatment, photo release and transportation agreements
- ✓ All emergency numbers and contacts
- ✓ Authorized pick-up information
- ✓ Registration fee

**No onsite, online or day of registration is available.**

We encourage parents to register children early. This also allows us to purchase accurate amounts of snacks and supplies for the upcoming session and to arrange staff schedules. Once the initial paper work has been received, sessions maybe added over the phone for your convenience.

**Cancellations must be done prior to registration deadline and are subject to a minimum \$5 cancellation fee. Any cancellation after registration deadline will result in forfeiture of payment.**

## Program Ready:

In order to support the success and safety of individuals registered and participating in Break Days, it is important that participants are indeed “program ready.” To assist in determining if your child is “program ready,” the following criteria have been developed:

- ✓ Participant is able to participate independently or with reasonable accommodations.
- ✓ Participant is age appropriate (ages 5-12). Participants may be aged up or down by one grade level in some situations.
- ✓ Participant is able to take direction and instruction from a staff person.
- ✓ Participant is comfortable with, and able to interact in, a group environment.
- ✓ Participant interacts and participates in a manner that is physically and emotionally safe for themselves and others.
- ✓ Participant is able to participate in self care (toileting, feeding etc.) independently or with minimal verbal prompting.

## Activities:

Break Days include a variety of activities which engage children’s interests. The goal of Break Day programming is to provide opportunities for children to try new things, socialize, learn and practice skills, and have fun. A few examples of program components are outdoor and indoor play, arts and crafts, nature activities, cooperative and competitive sports, theater games, and field trips (local and out of town).

## Parent participation

It is our goal to provide positive experiences for your child to encourage their social development, healthy lifestyle choices, and self-esteem. We feel this is best accomplished through a close and cooperative relationship with the community and parents. We encourage our staff to take time each day to discuss the day’s activities with parents. You are always invited to visit the site and speak with the staff.

## Staff

Our staff are college students and school teachers. Although we have high school students who act as assistants to our counselors, staff who have direct sole responsibility for children must be at least 18 years old. Typically our staff are in their early to mid 20’s. We have an extensive selection process and only choose staff who have demonstrated

experience working with and programming for children. The staff must also submit to criminal background and health checks. Staff training is comprehensive, covering everything from safety and crisis management to child development. All of our staff are CPR and First Aid certified. We also employ lifeguards who are present at all water and water sport activities.

## Daily sign in/sign out procedure

Drop-off hours: 7:30-8:30am

Pick up hours: 4-5:30pm

Programming and field trips begin at the end of morning drop-off and run until pick-up time. Please bring your child during the morning drop off hours and pick them up during the evening pick-up hours to ensure their participation in all activities. If you need to drop your child off or pick them up at another time please fill out a "Special Arrangements for Drop off/Pick up" form with an on-duty staff member. Every effort will be made to reunite your child with their group. In the event that your child's group has an out of town field trip, he or she may be able to join another group for the duration of the trip.

We serve many children each day. To properly ensure their care and safety, we take special precautions in accepting and releasing children to and from our programs. We will only release children to an adult who has been approved by that child's custodial parent or guardian. Staff members are instructed to ask for identification before releasing a child to any adult (regardless of whether or not they are on the authorized list). Please understand that this practice is solely for the safety of your child. ***Bloomington Parks and Recreation is not responsible for children before they are signed in, or after they are signed out.***

If you will be late to pick up your child, please call **812-360-7158** to make us aware of your situation. We will assess a \$3 fee for every 15 minutes past close. You will be required to pay the extra fee at the time of pick up.

## Children with disabilities

It is our policy to provide universal programming for all children. Through universal programming, we hope to provide a safe and fun experience for all of our Participants. If your child has a disability and would benefit from reasonable accommodations, please contact the Inclusive Recreation Coordinator, Amy Shrake, at 349-3747 to schedule an assessment. We require two weeks notification prior to the start of a session in order to assess a participant and arrange for an accommodation.

To help us create the best possible environment for your child, it is important that we are aware of any special needs (dietary, allergies, health related, emotional, physical, etc.) prior to your child's arrival. Please provide as much detail as possible to allow the staff an accurate picture of your child. We will always discuss questions we may have with parents.

## Safety policy

Our policies have been created in the best interest of all children enrolled in programs. Although all active recreational programs have inherent risk, adherence to the following rules, by staff, parents and children alike will provide the safest environment for your child.

- ✓ Participants will be supervised at all times.
- ✓ Participants will be escorted to and from Break Days each day by a parent or authorized adult.
- ✓ Participants are not allowed in kitchen areas, unless accompanied by a staff member.
- ✓ Participants may hug, draw pictures of, write poems about, or admire trees, but not climb them.
- ✓ Telephones are for adult use only. Participants may only use phones under supervision and by permission of an adult.
- ✓ All staff are trained in emergency and evacuation procedures.
- ✓ All staff are trained in emergency first aid and CPR procedures
- ✓ Ratios of at least one adult to every six children (Kindergarten), 1:8 (1<sup>st</sup>-4<sup>th</sup> grade) and 1:10 (5<sup>th</sup> grade and up) are maintained at all times.
- ✓ Playground equipment should be used in its intended way (**sit** on swings, slide **down** slides)
- ✓ Reports are completed for any accident or incident occurring within operating hours. Parents will be asked to sign these forms at pick-up. If an accident or incident requires immediate attention parents will be contacted at the time of the incident.

- ✓ Our programs are frequently guests in public places. In addition to Parks and Recreation rules, we must abide by all rules and policies established by the organization we are visiting.
- ✓ Staff members are required by law to notify administration of suspected child abuse or neglect.

## **Discipline policy**

Kid City maintains a positive approach to discipline and rule setting. We believe that every child has the right to fair and respectful treatment and that positive behavior should be recognized. If a child exhibits inappropriate behavior, a staff member will work with the child directly to solve the problem. In the event that simple re-direction or reminders are ineffective, we will notify parents and follow this discipline format:

### **Minor Violations-**

Behaviors that do not pose safety threats. (foul language, non-compliance, etc)

1<sup>st</sup> offense—verbal warning

2<sup>nd</sup> offense—time-away

3<sup>rd</sup> offense—time away (loss of activity time) and mandatory parent conference

### **Major Violations-**

Behaviors that pose a threat to the safety of children or staff, or involve major property damage. (stealing, fighting, etc.)

1<sup>st</sup> offense—Isolation from immediate activity and parents notified

2<sup>nd</sup> offense—Parents asked to pick up child. Possible suspension from program.

3<sup>rd</sup> offense—Suspension or removal from program.

We never want to remove a child from our program, but if a child resorts to physical violence with another child, or assaults a staff member they will be immediately isolated from activities and may be suspended. To prevent this situation, please let staff members know if your child is having conflicts or problems that have not been resolved.

Our discipline policies are in place to help all Kid City Participants have a safe summer. Please speak with a staff member immediately if you have any concerns.

## **Medication administration**

We will administer medication provided that it is in the original container and is accompanied by an authorization form (available at sign-in). Medication will be administered per doctor's orders only. If the dosage has changed from what is listed on the bottle please bring in a doctor's statement indicating proper administration and dosage. Certain medications are water-soluble. These drugs are often excreted more quickly from the body during summer months through excessive sweating. Check with your doctor to see if your child's medication is affected in this way. Please notify staff of any changes in medications or dosages.

## **Communicable diseases**

Parents must provide dates for current immunizations on the Health Form. Children will be observed for signs of infections and communicable diseases. If such signs are observed, parents will be notified and may be asked to remove their child until the child is healthy. If your child is diagnosed with a communicable or infectious disease, please notify staff. Other children may be at risk. We respectfully request that parents do not knowingly send their child with a communicable or infectious disease.

## **Suspected child abuse and neglect**

State law mandates all agencies that provide children's programming report any questionable bruises or marks that are repetitious or obvious to the staff. Additionally, if a child indicates to a staff member that any form of abuse or neglect has occurred, it is our obligation to report the discussion to the Monroe County Division of Child Services. Know that should a report be filed, it has been done with much consideration on the staff's part and with the child's safety in mind.

## **Transportation and Field Trip Safety**

- Children will be transported in Parks and Recreation vehicles or by city bus.
- Staff members are not permitted to transport children in their personal vehicles.
- Only licensed drivers, who are at least 21 years old, will transport children.
- All drivers have attended a mandatory drivers' training and have all applicable licensure.
- Children must remain in seatbelts and facing forward when in city vehicles.
- Children must remain seated at all times while vehicles are in motion. State law mandates that children under 8 years old must use a booster seat when being transported in certain city vehicles; this will be observed by staff.
- Roll calls are routinely performed to account for all Participants.
- If a field trip is running late, such that Participants will return later than 4:00 pm, every effort will be made to notify parents.

## **Emergency Procedures**

- All staff members are trained in first aid and CPR.
- Lifeguards are present for all water and water sport activities.
- Every staff member is issued a first aid kit which they are required to carry at all times.
- All medical information is kept on site and a copy of each child's health form goes with their trail group on all field trips.
- In case of minor injuries or illness, children are given appropriate first aid and allowed to rest if needed. Parents will be made aware of any illness or injury.
- In the case of an emergency or major injury, parents will be contacted immediately. Emergency personnel (911) will be contacted if the situation is life-threatening. The child will either be taken to the hospital or released to their parents. Parents are required to provide insurance coverage for their child.
- If parents cannot be located, we will contact the emergency numbers on the child's health form.

**Thank you for taking the time to read this guide. We provide this information to help ensure that your child has an enjoyable experience full of wonderful memories!**